



**Government of West Bengal
Irrigation & Waterways Directorate
Office of the Assistant Engineer
Purulia Mechanical and Electrical Sub-Division
Bhatbandh, Purulia**

Memo No.157

Dated: 27.09.2023

NOTICE INVITING QUOTATION NO. 01 OF 2023-24 OF ASSISTANT ENGINEER, PURULIA MECHANICAL AND ELECTRICAL SUB-DIVISION, BHATBANDH, PURULIA.

01. Sealed quotation are invited in company's letter head from the Manufacturer/ Authorized dealer having sufficient experience for the work of **Supply, installation and complete setup of Epson Eco Tank M200 Multifunction B&W Printer A4 Wi-Fi All-in-One Ink Tank Printer for office use in the office of the Assistant Engineer, Purulia Mechanical and Electrical Sub-Division, Bhatbandh, Purulia.**

02. The intending quotationers should submit their quotation to the Executive Engineer, Purulia Mechanical and Electrical Sub-Division, Bhatbandh, Purulia up to 1:00 P.M. on or before 06.10.2023 and the same will be opened on **06.10.2023 at 2:00 P.M.** in the office of the under signed in the presence of the participants who like to be present at that time.

03. Intending quotationers should submit their quotation in the prescribed format which is available from the office of the undersigned as well as from the departmental website (www.wbiwd.gov.in)and in their respective letter heads enclosing self-attested copies of the following documents, originals of which and other documents like Registered partnership (for partnership firms) etc. are to be produced on demand .

i) PT clearance certificates and credentials, GST and Trade registration certificate, latest IT, PAN valid at least up to the date of opening of the quotation Application for such clearance addressed to the competent authority, subject to production of authenticated receipt, may also be considered.

04. Quotation will be liable to rejection if names of the makes & full specification are not given. The acceptance of the quotation will be made by the Executive Engineer, Purulia Mechanical and Electrical Sub-Division, Bhatbandh, Purulia, who does not bind himself to accept the lowest quotation and reserves to himself the authority to reject any or all of the quotation received if any discrepancy is found and in case of equal rate quoted by more than one quotationers for the same work a bid call will be invited after opening.

05. The intending quotationers should thoroughly acquaints himself with the proposed work and all other relevant factors should be taken into consideration before quoting rates as no claims whatsoever will be entertained after words.

06. Work should be completed within 15 days from the date of issuance of work order.

07. TDS on GST and IT & Royalty will be deducted from the bill to be paid by the contractors as per rule.

08. Cess @ 1% will be deducted from the bills to be paid to the contractors under the Building and construction works welfare cess Rule'2004.

09. All goods supplied will be subjected to our approval and is liable to rejection if found below specification and such rejection will be made at the cost and risk of the quotation for which no claim will be entertained.

10. If packing & forwarding and all other incidental charges are claimed extra, the rate thereof should be quoted in the original quotation otherwise such claims is liable to rejection.

11. The quotationers should produce the proof of credentials / experience if required and should produce the valid Income Tax and GST clearance certificate on demand failing of which his / their quotation will be liable to rejection.

12. No payment will be made against Proforma invoice, Payment of works will be made subject to availability of fund and 90% of payment will be made after satisfactory completion of work i.e Satisfactory operation of materials rest 10% of payment (including earnest money) will be deducted as security money and will be released after guarantee period.

Sd/-

K.K.Goswami

Assistant Engineer

Purulia Mechanical and Electrical Sub-Division
Bhatbandh, Purulia

Memo No.

Dated.

Copy Submitted to the.

1. Superintending Engineer, Mechanical & Electrical circle, for his kind information
2. Executive Engineer, Purulia M& E Division, Bhatbandh, Purulia.

Sd/-

K.K.Goswami

Assistant Engineer

Purulia Mechanical and Electrical Sub-Division
Bhatbandh, Purulia.

Memo No.

Dated.

Copy to :-

- 1) Notice Board.
- 2) Estimate Section for office record.

Sd/-

K.K.Goswami

Assistant Engineer

Purulia Mechanical and Electrical Sub-Division

Bhatbandh, Purulia.

Additional Terms & Conditions

1. The successful quotation must provide at least 1 (one) technical persons or more, as the need be, to this Division for giving service throughout the year including holidays. The technical persons must report to the office of the Assistant Engineer, Purulia Mechanical & Electrical Sub-Division, Bhatbandh, Purulia every day during office hours and remain in the office till business hours of the office is closed. The technical persons must be conversant with the technical intricacies of the operating system, hardware and all kinds of peripherals.
2. The technical persons, who will be giving service, must have mobile phones maintenance cost of which must be borne by the quotation.
3. The technical persons must be well conversant with Local Area Networking, configuring net work devices, like hubs, switches of all makes, routers etc.
4. The warranty period for supplied articles except ink cartridge shall be for a period of at least 1 (one) year.
- 5. Payment shall be made upon satisfactory execution of the work, on the availability of fund and there is no guarantee that the payment shall be made just after completion of work.**
6. During the period of agreement, execution of any item may be kept suspended if the authority so decides.
7. In the event of unsatisfactory service, the contract will be terminated, abiding by the clauses of Form-2911.
8. In case replacement of any peripherals, standby arrangement for functioning of Printer will have to be made.

SCHEDULE

Schedule of work: Supply, installation and complete setup of Supply, installation and complete setup of Epson Eco Tank M200 Multifunction B&W Printer A4 Wi-Fi All-in-One Ink Tank Printer for office use in the office of the Assistant Engineer, Purulia Mechanical and Electrical Sub-Division, Bhatbandh, Purulia.” during the year 2023-24”

Sl. No.	Description of Items	Qty	Unit	G.S.T 18% (Rs.)	Cess 1%	Rate with GST&Cess	Amount (Rs.)
	Supply, installation and complete setup of Epson Eco Tank M200 Multifunction B&W Printer A4 Wi-Fi All-in-One Ink Tank Printer for office use in the office of the Assistant Engineer, Purulia Mechanical and Electrical Sub-Division, Bhatbandh, Purulia.”	1	Each				

(In Word: Total Rs:) only.

Sd/-
K.K.Goswami
Assistant Engineer
Purulia Mechanical and Electrical Sub-Division
Bhatbandh, Purulia.

Declaration by the Applicant as per clause 1.c of standard Form for Notice
Inviting Quotation for Public Works

I/We do hereby declared that there is no other application for quotation paper for
work in this NIQ (NIQ No.01 of 2021-22 of A.E/P.M.E.S.D) in which I/We have common
Interests.

(Signature of contractor with seal)

Issued to:



Government of West Bengal
Irrigation & Waterways Directorate
Office of the Assistant Engineer
Purulia Mechanical and Electrical Sub-Division
Bhatbandh, Purulia

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Total Rs:

(In Word:

) only.

Signature of the Quotationer with date

FULL NAME & ADDRESS
(IN CAPITAL LETTER) :--